

DD/S REGISTER

FILE Personnel 11

15 November 1966

Chief, Regulations Control Staff

706 Magazine

Request the attached be published
as soon as practicable.

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Att

Executive Officer to the DD/S

7D18 Hqs

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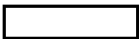
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DD/S 66-5866:  Equal Employment Opportunity Policy and
Procedures, signed by the Director

Mr. Helms via
Admiral Taylor

The attached Regulation governing Equal Employment Opportunity requires your signature because it contains statements of your responsibilities.

The Regulation has been fully coordinated and has the concurrence of the Deputy Directors, the General Counsel, the Inspector General and the Executive Director-Comptroller.

Request your signature.

SIGNED R. L. Bannerman

R. L. Bannerman

7 NOV 1966

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DD/S 66-5866: Equal Employment Opportunity Policy and Procedures

Approved For Release 2003/05/05 : CIA-RDP84-00780R001400060014-8

MEMORANDUM FOR: Mr. Helms

The attached Regulation governing Equal Employment Opportunity requires your signature because it contains statements of your responsibilities.

The Regulation has been fully coordinated and has the concurrence of the Deputy Directors, the General Counsel, the Inspector General and the Executive Director Comptroller.

Your signature is requested.

R. L. Bannerman

(DATE)

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4. EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROCEDURES

a. GENERAL. It shall be the policy of the Central Intelligence Agency to provide equal employment opportunity for all qualified persons without discrimination based on race, creed, color, national origin, sex, marital status, political affiliation, or physical handicap, and to promote the full realization of equal employment opportunity through a positive continuing program. In administering this policy, the Agency shall comply with the provisions of Executive Order 11246, dated 24 September 1965, with due regard to the statutory responsibilities of the Director of Central Intelligence prescribed in the National Security Act of 1947, as amended, and the Central Intelligence Act of 1949, as amended.

- (1) A qualified person is one who possesses the special requisites for Agency employment and is ready, willing, and able to comply with the specific or unique requirements of the Career Service to which he or she is or may be assigned.
- (2) A positive continuing program goes beyond nondiscrimination and ensures that an environment exists within the Agency which encourages the development and utilization of all qualified persons.

b. RESPONSIBILITIES

- (1) The Director of Central Intelligence shall designate a CIA Equal Employment Opportunity Officer who will be under his immediate supervision for all matters pertaining to the Agency's equal employment opportunity program.
- (2) The Director shall designate such other Deputy Equal Employment Opportunity Officers as may be necessary to carry out the Agency's equal employment opportunity program throughout the major components of the Agency.
- (3) The Director of Personnel shall be responsible for continually reappraising the Agency's personnel program to ensure that all activities relating to personnel administration are compatible with the principle of equal employment opportunity.
- (4) The Heads of Career Services are responsible for ensuring that the policy of equal employment opportunity is enforced in the utilization and development of members of their Career Service.

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- (5) The operating and supervisory officials shall ensure a positive application and enforcement of the policy of equal employment opportunity.
- (6) Each employee is responsible for cooperating and participating in the equal employment opportunity program.

c. COMPLAINTS

- (1) The unique internal security requirements of this Agency require the compartmentation of its personnel and activities and the application of the need-to-know principle, and necessitate the processing of complaints of discrimination on a case-by-case basis, with due regard to the security factors involved in each case. In its processing of complaints the Agency will ensure that the objectives of the implementing regulations promulgated by the U.S. Civil Service Commission are observed.
- (2) Complaints by Agency employees or applicants for Agency employment containing allegations of discrimination contrary to the Agency's equal employment opportunity policy shall be submitted to the CIA Equal Employment Opportunity Officer through the appropriate Deputy Equal Employment Opportunity Officer. Individuals making such complaints may request the advice and assistance of these officers as to proper form and procedure to be followed.
- (3) Such complaints will be processed in the following manner:
 - (a) Upon receipt of a complaint the CIA Equal Employment Opportunity Officer shall initiate promptly an investigation of the complaint to determine the facts of the complaint;
 - (b) Upon completion of the investigation an opportunity shall be provided for the adjustment of the complaint on an informal basis;
 - (c) When the complaint is not adjusted on an informal basis, the Agency shall offer the complainant an opportunity for a hearing;
 - (d) The findings and recommendations from the hearing shall be forwarded to the Director, or his designee.

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- d. INFORMING EMPLOYEES. Annually and at such other times as directed, supervisors will bring paragraph 4 of this regulation to the attention of all employees under their jurisdiction. The Director of Personnel will ensure that all employees are made aware of the provisions of paragraph 4 of this regulation as a part of their entrance-on-duty processing.

15/
RICHARD HELMS
Director of Central Intelligence

SIGNED R. L. Bannerman

Concur:

Deputy Director
for Support

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